



**DEPARTMENT OF CORRECTIONS  
POLICIES AND PROCEDURES**

Policy No.: DOC 4.7.8	Subject: <b>FURLOUGH PROGRAM</b>
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 5 plus attachments
Section 7: Releases/Placement	Revision Date:
Signature: /s/ Bill Slaughter	Effective Date: June 4, 2002

**I. POLICY:**

It is the policy of the Department of Corrections that adult offenders in a state prison who are parole approved may be granted a furlough to obtain employment and living arrangements.

**II. IMPLEMENTATION:**

This policy will be implemented within thirty days of the effective date.

**III. AUTHORITY:**

2-15-112, MCA. Duties and Powers of Department Heads

45-7-306, MCA. Escape

46-23-215, MCA. Conditions of Parole

46-23-1023, MCA. Arrest of Alleged Parole Violator

53-1-203, MCA. Powers and Duties of Department of Corrections

**IV. DEFINITIONS:**

**A state prison** means the Montana state prison, the Montana women's prison, a state correctional facility portion of a Montana regional correctional facility, a private correctional facility licensed by the department of corrections, or a combination of these facilities.

**V. PROCEDURES:**

The furlough program allows parole approved inmates of a state prison an opportunity to leave the prison for up to 10 days in order to secure employment, make living arrangements, or to meet any other condition that is difficult to fulfill while incarcerated.

A. Furlough Eligibility Requirements

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1. The Montana Board of Pardons and Parole must have approved the offender for parole.
2. The parole board must have granted the parole dependant on the offender obtaining verified employment and/or securing suitable living arrangements, or any other condition that is difficult to fulfill due to incarceration.

**B. Furlough Application**

1. The application is completed by an Institutional Probation and Parole Officer (IPPO). The offender must sign the application and agree to all conditions prior to the report being submitted to the BOPP.
2. The IPPO will submit the application both to the Board of Pardons and Parole and to the MSP or MWP Records Department. The BOPP must sign the application prior to any further distribution. The MSP or MWP Records Department will determine the need to notify victim(s) and local law enforcement if applicable.
3. The BOPP forwards the signed application to the applicable regional Probation and Parole Office where a supervising officer will be assigned.
4. The supervising Probation and Parole Officer will review and confirm the Furlough Request Plan, including living arrangements, and notify the IPPO.
5. Upon notification from the supervising officer that the information given in the plan is accurate, the IPPO will forward the application to the Warden, or designee, for approval. In the cases of contracted facilities, the application will be forwarded to the Department Contract Placement Bureau Chief, or designee, for approval or disapproval.
6. The IPPO determines when and under what circumstances the offender leaves the institution after the approval of the Warden or the Contract Placement Bureau Chief.
7. Offenders may reapply for the ten-day furlough program if all criteria are met for eligibility. Under no circumstances will a ten-day furlough be extended.

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C. Escape

If the offender fails to report as ordered to the supervising parole officer or fails to return to the facility as ordered in the furlough permit, the offender may be charged with escape pursuant to MCA 45-7-306 and 46-23-215.

D. Violations

1. If an offender on furlough violates any conditions of the furlough, the supervising parole officer may immediately arrest the offender or have the offender arrested pursuant to MCA 46-23-1023. Any violation of a Furlough Program condition may result in the immediate termination of the furlough.
3. The supervising officer will submit a report to the hearings' officer at the facility and to the BOPP.
4. Prior to the offender's return to prison, disciplinary action will be taken pursuant to Probation and Parole Policy 140 - 1.
5. The offender is subject to prosecution for any criminal offense that the offender may commit while on furlough.
6. The supervising Probation and Parole Officer will forward a report of any violation of furlough hearings summary and recommendations to the BOPP, the Institutional Hearings Officer, and to the Institutional Classification Officer. The BOPP may proceed in any way it deems appropriate including rescission of the parole decision.
7. Under no circumstances will a ten day furlough be extended.

E. Conditions of Ten Day Furlough

Upon approval of a furlough, the offender shall:

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1. Review and sign the rules. The offender's signature on the application indicates agreement to comply with the rules of the furlough program and to any special conditions imposed by the Board of Pardons and Parole (BOPP).
2. Report to the supervising Probation and Parole Officer immediately upon arrival in the community and daily thereafter as instructed by the officer, with once a day minimal reporting. The supervising officer must establish alternative reporting to law enforcement during weekends or holidays.
3. Not use or possess any alcoholic beverages. Except to apply for employment, an offender must not enter any business establishments that serve alcoholic beverages. When an offender desires to apply for employment in an establishment that serves alcohol beverages, the offender must first obtain permission from the supervising Probation and Parole Officer prior to entering the establishment.
4. Not use or possess narcotic or dangerous drugs unless prescribed by a licensed physician. All names of over the counter and prescribed medications must be provided to the supervising Probation and Parole Officer. Except under emergency circumstances, the supervising officer must give approval prior to the offender visiting a physician.
5. Not have a weapon in his or her possession, nor be in a household that possesses any firearms.
6. Be subject to search of person or residence at any time by the supervising officer. If the offender refuses to submit to a search when requested, this constitutes grounds for immediate revocation of the furlough permit and a return to prison custody.
7. Carry a copy of the furlough permit at all times.
8. Not travel without the written permission of the supervising officer.

F. Parole without Returning to the Facility

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An offender who secures acceptable living arrangements and/or employment specifically approved by the supervising P&P Officer may be eligible to be placed on parole status without returning to the correctional facility.

1. The P&P Officer will notify the BOPP that the offender has secured acceptable employment, living arrangements and/or met other conditions stipulated by the BOPP.
2. The offender must sign a copy of the rules imposed by the BOPP. The P&P Officer will immediately forward the signed copy of rules to the BOPP.
3. Upon verification of the rules being signed, the BOPP will call the Records Department at MSP/MWP to determine the final sentence expiration date (discharge date).
4. The BOPP will issue a Parole Certificate, effective the date the rules are signed and when verified by the BOPP office.

## **VI. CLOSING**

Questions concerning this policy should be addressed to the Probation and Parole Bureau Chief.



## FURLOUGH REQUEST AND PERMIT

Offender Name: (FULL NAME)

DOC ID Number: (ID#)

Facility/Unit: (FACILITY NAME)

Date of Application: (MM/DD/YYYY)

**PURPOSE:** I am requesting temporary furlough from (FACILITY NAME) for the purpose of arranging employment or residence plans pending my release. *(Applies only to Montana State Prison, Montana Women's Prison, Regional Adult Correctional Facilities or private adult correctional facilities.)*

I will be **leaving** the facility on:

DATE: (MM/DD/YYYY) TIME: \_\_\_\_\_

I will be **returning** to the facility on:

DATE: (MM/DD/YYYY) TIME: \_\_\_\_\_

### **TRANSPORTATION:**

I will be traveling by the following means (check one):

☐ Public transportation ☐ Private transportation

Belonging to: (NAME)

Make and model: (MAKE/MODEL)

License number: (LICENSE#)

### **SUPERVISION:**

I will report to (SUPERVISOR NAME) on (MM/DD/YYYY) at (TIME).

### **RESIDENCE:**

I will be residing:

With: (PERSON'S NAME)

Relationship to me: (RELATIONSHIP)

Location: (ADDRESS)

### **FINANCIAL:**

I intend to provide for my financial needs through the following means:

(LIST SOURCES)

\_\_\_\_\_  
*Offender Signature and Date*

\_\_\_\_\_  
*IPPO Signature and Date*

**FOR USE BY THE WARDEN OR CONTRACT PLACEMENT BUREAU CHIEF ONLY:**

☐ *Approved*

☐ *Denied*

\_\_\_\_\_  
*Warden / Contract Placement Bureau Chief Signature*

*Date:* \_\_\_\_\_



## **FURLOUGH PROGRAM RULES**

The furlough program provides the offender an opportunity to spend up to ten days seeking employment or a living arrangement in order to develop a parole plan.

Absconding from furlough or failure to return on time will be considered felony escape. **OFFENDER INITIALS:** \_\_\_\_\_

Failure to abide by the rules of the furlough program will be considered a severe violation and will be handled in accordance with DOC Policy 3.4.1, Adult Institutional Discipline. Loss of furlough privileges is a sanction available if found guilty through the disciplinary process.

### **THE OFFENDER MUST:**

1. Review and sign these rules. The offender's signature on the application indicates agreement to comply with the rules of the furlough program and to any special conditions imposed by the Board of Pardons and Parole.
2. Report to the supervising Probation and Parole Officer immediately upon arrival in the community and daily thereafter as instructed by the officer.
3. Not use or possess any alcoholic beverages. Except to apply for employment, an offender must not enter any business establishments that serve alcoholic beverages. When an offender desires to apply for employment in an establishment that serves alcoholic beverages, the offender must first obtain permission from the supervising Probation and Parole Officer prior to entering the establishment.
4. Not use or possess narcotic or dangerous drugs unless prescribed by a licensed physician. All names of over the counter and prescribed medication must be provided to the supervising Probation and Parole Officer.
5. Not have a weapon in his or her possession a weapon, nor be in a household that possesses any firearms.
6. Be subject to search of person at any time by the supervising officer. If the offender refuses to submit to a search when requested, this constitutes grounds for immediate revocation of the furlough permit and a return to prison custody.
7. Carry a copy of the furlough permit at all times.
8. Not travel without the written permission of the supervising officer.

**Violation of any state/federal laws or local ordinances constitutes grounds for immediate revocation of the furlough permit and a return to prison custody.**

An offender paroled to an approved plan who, while on furlough, confirms employment and living arrangements approved by the Probation and Parole Officer, may be eligible to be placed on parole without returning to the institution. The officer will make a recommendation to the Board of Probation and Parole after a review of the proposed plan. The BOPP may exercise the authority to issue a Certificate of Parole. The offender will have sole responsibility for retrieving personal property left at the institution.

### **THERE WILL BE NO EXTENSIONS TO A TEN DAY FURLOUGH**

*By signing below, I acknowledge that I understand the conditions of the ten-day furlough and agree to abide by them.*

\_\_\_\_\_  
OFFENDER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
IPPO SIGNATURE

\_\_\_\_\_  
DATE